

STERLING TALENT SOLUTIONS

is hiring for

Data/Order Creations Specialist

PURE
NON
VOICE!

- Encode data within the Sterling database
- Notify clients of missing or incomplete files via email
- Initiate criminal and credit background checks
- ✓ Must be a graduate of any four-year course
- ✓ College undergraduates must complete at least 2 years and must have at least 1 year BPO experience
- ✓ Must have average communication skills
- ✓ Typing speed of at least 35 words per minute
- ✓ Strong attention to detail skills
- ✓ Amenable to work in night shift at McKinley Hill, Taguig or Cubao, Quezon City

**Fixed
Weekends
Off**

**Monthly
Non-
Taxable
Allowance**

**Retirement
and
Insurance
Plans**

**Educational
Assistance**

**Shuttle
Service
(McKinley)**

Recruitment hours is
Monday to Friday,
from 1pm to 5pm.
- 5th Floor Science Hub
Tower 4 McKinley Hill
and
- 4th Floor Cyberpark
Tower 1 Cubao